



Kansas Department of Health and Environment

# Long Term Care Program

# FACT SHEET II

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*Fact Sheet II is published by the Kansas Department of Health and Environment and sent to all assisted living, residential health care, adult day care and home plus facilities. This newsletter provides important up-to-date information concerning the health care industry.*

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## Semi-Annual Report and Statistical Report

Enclosed with this Fact Sheet is the Long Term Care Semi-Annual Report for the 6 month reporting period of July 1 through December 31, 2000. **THE DEADLINE FOR FILING THIS REPORT IS JANUARY 19, 2001.** This report shall be filed with the Bureau of Health Facilities, Kansas Department of Health and Environment. All **NURSING FACILITIES, ASSISTED LIVING FACILITIES, RESIDENTIAL HEALTH CARE FACILITIES, NURSING FACILITIES FOR MENTAL HEALTH, and INTERMEDIATE CARE FACILITIES FOR THE MENTALLY RETARDED** are required to complete this report by indicating resident and employee data for the six month period July 1- December 31, 2000. Also enclosed is the Resident Statistical Report, reporting period ending December 31, 2000.

Refer questions regarding either of these forms to Sandra Dickison, Long Term Care Program, Bureau of Health Facilities, (785) 296-1245.

## Bureau of Health Facilities Staff

The listing below was developed to assist providers in reaching the appropriate staff person when they call the bureau. Please provide this listing to your staff.

<b>Licensure and Certification Program</b>	
Medicare certification and change of ownership, change of resident capacity	Charles Moore (785) 296-1263; <a href="mailto:cmoore@kdhe.state.ks.us">cmoore@kdhe.state.ks.us</a>
Licensure, letters of intent, licensure forms, change of ownership, change of administrator	Rita Bailey (785) 296-1259; <a href="mailto:rbaily@kdhe.state.ks.us">rbaily@kdhe.state.ks.us</a>

<p><b>Long Term Care Program</b></p> <p>Policies and regulations related to the operation of nursing facilities, LTC units in hospitals, assisted living/residential health care facilities, home plus, adult day care, home health agencies and hospice</p> <p>Resident Assessment Instrument (RAI) and Outcomes and Assessment Information Set, training schedule for MDS, RAP's and care-planning, (OASIS). Questions related to who can complete the MDS and OASIS, submission schedules and clarification of operational definitions of assessments items</p> <p>Standards of practice for nutrition and hydration of patients and residents, sanitation and organization of kitchens in health care facilities, survey process related to nutrition, hydration and sanitation. Questions related to the practice of licensed dietitians and dietary managers.</p> <p>Questions related to the physical environment of current and proposed health care facilities, change in the use of a required room or area</p>	<p>Patricia Maben, (785) 296-1240 <a href="mailto:pmaben@kdhe.state.ks.us">pmaben@kdhe.state.ks.us</a></p> <p>Anita Hodge, (785) 296-4222 <a href="mailto:ahodge@kdhe.state.ks.us">ahodge@kdhe.state.ks.us</a></p> <p>Sandra Dickison, (785) 296-1245 <a href="mailto:sdickison@kdhe.state.ks.us">sdickison@kdhe.state.ks.us</a></p> <p>Lyle Adams, (785) 296-1247 <a href="mailto:ladams@kdhe.state.ks.us">ladams@kdhe.state.ks.us</a></p>
<p><b>Mental Health/Residential Facility Program</b></p> <p>Nursing facilities for Mental Health, Intermediate Care facilities for the Mentally Retarded, Assisted Living/Residential Health Care facilities, Home Plus, Boarding Care facilities, and Adult Day Care issues related to surveys</p>	<p>Gary Ingenthron or Joleen Morris (785) 296-1253 (Gary) (785) 296-1269 (Joleen) <a href="mailto:gingenthron@kdhe.state.ks.us">gingenthron@kdhe.state.ks.us</a> <a href="mailto:jmorris@kdhe.state.ks.us">jmorris@kdhe.state.ks.us</a></p>
<p><b>Health Occupations Credentialing</b></p> <p>Adult care home administrators, dietitians, speech language pathologists, audiologists initial license, license renewal, reinstatement and verification</p> <p>Health Occupations Credentialing Act</p> <p>Nurse Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees</p>	<p>Brenda Nesbitt, (785) 296-0061 <a href="mailto:bnesbitt@kdhe.state.ks.us">bnesbitt@kdhe.state.ks.us</a></p> <p>Marla Rhoden, (785) 296-6647 <a href="mailto:mrhoden@kdhe.state.ks.us">mrhoden@kdhe.state.ks.us</a></p> <p>Dolores Staab, (785) 296-6796 <a href="mailto:dstaab@kdhe.state.ks.us">dstaab@kdhe.state.ks.us</a></p>

Test scheduling for nurse aides or challenging a nurse aide test with higher education	Betty Domer, (785) 296-1250 <a href="mailto:bdomer@kdhe.state.ks.us">bdomer@kdhe.state.ks.us</a>
Medication aides	Jennifer Amorin, (785) 296-0060 <a href="mailto:jamorin@kdhe.state.ks.us">jamorin@kdhe.state.ks.us</a>
Instructor approval/aide courses, interstate or reciprocity for aides	Fran Breedlove, (785) 296-0059 (after 3:00 <a href="mailto:fbreedlo@kdhe.state.ks.us">pm</a> ) <a href="mailto:fbreedlo@kdhe.state.ks.us">fbreedlo@kdhe.state.ks.us</a>
Test for adult care home administrators, education policies	Martha Ryan, (785) 296-0058 <a href="mailto:mryan@kdhe.state.ks.us">mryan@kdhe.state.ks.us</a>
Criminal background check program	Steve Irwin, (785) 296-8628 <a href="mailto:sirwin@kdhe.state.ks.us">sirwin@kdhe.state.ks.us</a>

## Credentialing Update

CMA Curriculum and Test Development. Work is progressing on the curriculum and tests for the medication aide course. The first draft of the curriculum is targeted for completion in December 2000. The first draft of the test questions is ready for review by the test development committee. The curriculum development committee will be suggesting revisions to the regulations, policies and procedures for medication aides. If you have comments or suggestions, please send them to Martha Ryan, HOC, 900 S.W. Jackson, Suite 1051 S, Topeka, Kansas, 66612 or to [mryan@kdhe.state.ks.us](mailto:mryan@kdhe.state.ks.us).

Nurse Aide Instructor Manual. As of November 2000, a revised instructor manual is available for those who teach the nurse aide course. If you would like a copy, please contact Martha Ryan (785-296-0058 or [mryan@kdhe.state.ks.us](mailto:mryan@kdhe.state.ks.us)) or Fran Breedlove (785-296-0059 or [fbreedlo@kdhe.state.ks.us](mailto:fbreedlo@kdhe.state.ks.us)).

Employment Agencies Must Provide Proof that Criminal Background has been Checked. The law which requires adult care homes to perform criminal background checks on individuals applying for employment has an addition provision that is quite important in these times of staffing shortages. Subsection (d) states “. . . [f]or the purpose of complying with this section, the operator of an adult care home **shall receive from any employment agency which provides employees to work in the adult care home written certification that such employees are not prohibited** from working in the adult care home under this section.” Since the law became effective, on July 1, 1998, there has been an average of five new staffing agencies each year submitting individuals for criminal background checks. Recently there has been a significant increase in the number of staffing agencies submitting background checks. Since July of this year, 11 new staffing agencies have submitted criminal background checks, more than double the previous two years. Adult care home operators are reminded to **request the required documentation** when using agency staff.

Changed Form. The criminal background check request form was changed earlier this year. Additional job classifications were added, based on information provided by the industry. There also is an area which may be used for employment verification, to update an individual's certification. By completing the employment verification section an individual receives two years eligibility from the date the form is signed. These forms may be obtained by calling (785)296-0056 or they may be obtained from the HOC website at: [www.kdhe.state.ks.us/hoc](http://www.kdhe.state.ks.us/hoc).

## Resources for Quality Care

- A Guide to Bed Safety: Bed Rails in Hospitals, Nursing Homes and Home Health Care: The Facts is a publication developed by the Hospital Bed Safety Workgroup. A copy of the publication can be obtained by calling Mary Scharf at 610-388-558 or by Email: [mscharf@kcorp.kendal.org](mailto:mscharf@kcorp.kendal.org).
- The Centers for Disease Control and Prevention has posted on its Web site an interactive training program on Hepatitis C for health professionals. The program provides users with up-to-date information on the epidemiology, diagnosis, and management of hepatitis C infection and related chronic disease. The training course is at <http://www.cdc.gov/ncidod/diseases/hepatitis>.
- 2001 Infection Prevention and Control Course

KDHE and the Kansas Hospital Association, in cooperation with members of the Association for Professionals in Infection Control and Epidemiology, Wichita, Kansas City, and Heart of America Chapters will present a two day course on infection control in health care settings. Strategies for implementing infection prevention and control programs will be presented. The course will be offered on March 6 and 7, 2001 in Hutchinson. Staff who are responsible for infection prevention and control in nursing facilities, assisted living/residential health care facilities, home plus, adult day care, long term care units in hospitals, home health agencies, and hospice are the intended audience. For additional information, contact the Kansas Hospital Association at (785) 233-7436.